

ACADEMIC AFFAIRS COMMITTEE MINUTES

Date: November 7, 2018

Approved December 5, 2018

1. Roll Call: Ali Arshad, Peter Buchanan, Leslie Broughton, Blanca Cespedes, Gloria Gadsden, Gil Gallegos, Sandra Gardner, Edward Harrington, Bill Hayward, Lara Heflin, Miriam Langer, Sheree Jederberg, Doug Main, Maria Munguia-Wellman, Jesus Rivas, Elaine Rodriguez, Chris Stead, Edgar Vargas-Blanco, Ann Wolf

Also in Attendance: Roxanne Gonzales, Thomasinia Ortiz-Gallegos, Benito Pacheco

Absent: PJ Sedillo

2. Approval of the Agenda

Motion to approve with addition of discussion of Straighterline - Peter Buchanan

Second – Edgar Vargas-Blanco

Motion passed – unanimously

3. Approval of Minutes – October 17, 2018

Motion to approve agenda with the addition of April Kent to roll call – Edward Harrington

Second – Edgar Vargas-Blanco

Motion passed – unanimously

4. Subcommittee Report

- a. Undergraduate appeals – Lara Heflin reported that one appeal had been reviewed and denied

- b. Graduate appeals - no appeals

- c. Ballen – Lara Heflin reported that the recent Ballen Scholar visit was a success, and that the subcommittee has received Dr. Lee’s revised proposal and are starting to review it.

- d. Other subcommittees

5. Program Review Schedule and Procedures

- a. Update on Fall 2017, Spring 2018 and Fall 2018 program reviews

ESS – Committee still waiting to hear from Dr. Lee. Bill Hayward reported that the department felt that they had completed their part of the review. Bill will review email with Dr. Lee to see what the committee had originally asked for.

University studies – Expect to hear from Eric Romero soon

Women's Studies – Review is near end, Erika has passed review on to new members. AAC feels that Erika should complete this review with Blanca Cespedes and Norma Valenzuela. Gloria and Ali will draft email to communicate this to Erika.

Computer Science - Lara reported that Gil Gallegos will have report to them by the end of this week. Program review is looking at 10 year trends compared to faculty numbers.

Spanish – Peter will contact Eric Romero again

Southwest Studies – Jesus reports that he has made contact but nothing else to report.

- b. Business Administration Report – Miriam Langer reports review is positive, and thorough. Suggest that future reviews of accredited programs stress more on aligning their review with NMHU requirements and not relying so much on documents submitted for accreditation.
6. Communication from the Chair –Next AAC meeting will be Dec 5th
 7. Communication from the Registrar – Early registration going very well, encourage students to use online registration and stress that faculty can approve overrides online as well. Calls for summer schedule will start in February. If offering inter-session courses please get paperwork to Registrar office ASAP.

Question regarding Graduate forms being returned for signatures of committee members when the form does not require these signatures. Lara Heflin

Response – Concerned about faculty being unaware they are on a Graduate committee. Graduate Affairs Coordinator should ensure that faculty are willing to serve.

Question – Progress on Music AA? Two students already believe they are enrolled in AA program.

Response – Still waiting on HLC approval.
 8. Communication from the Faculty Senate (Elaine Rodriguez) – Emergency Operation Plan approved. SEM plan needs to be sent to FS and AAC. Planning to put out call for committee members to work on strategic plan 2020.

9. Communication from the Graduate Council (Jesus Rivas) – Working on handbook, and catalogue alignment. Program completion time limit extended from 5 years to 7 years.
10. Communication from the Administration – Bookstore rental policy still being reviewed. Concerns about the 2 year commitment requirement. Currently faculty would be tied the same book for two years.
11. Common Course# & Core Subcommittee – Making progress, not working on numbering yet
12. Academic Policies Subcommittee
 - a. Transfer Credits – no update
 - b. Active Duty Military Policy – no update
 - c. Credit for Military Service – no update
13. Senate Charges
 - a. Remember that all new policies and new programs must first be forwarded to the Senate for approval. Discussion item for end of meeting
 - b. Implement State Mandated Changes to Core and common course numbering. Completed
 - c. Review retro-add/drop process and propose possible improvements to process. Motion to charge AAC Policy subcommittee with the help of Miriam Langer and Lara Heflin with this – Peter Buchanan
Second – Blanca Cespedes
Motion passed
 - d. Review agreement with Northern New Mexico College for low-enrollment course collaboration.
Motion to wait until pilot semesters are completed - Jesus Rivas
Second – Edward Harrington
Motion Passed
 - e. Prepare a study that explores the possibility of offering course work masters from a university-wide perspective, i.e., Should NMHU offer one? MS vs. MA? Pros and Cons? Resource requirements? The goal is to have university parameters in place for all such degrees before considering any individual proposal for such a degree. Request clarification from Faculty Senate on this charge
14. Discussion regarding Handbook Procedures

Motion to move to Executive Session – Lara Heflin

Second – Edward Harrington

Yes – 16

Abstain – Peter Buchanan, Jesus Rivas

Motion Passed

15. Late Additions to the Agenda (minor items only)

Discussion - Straighterline

16. Adjournment